

August 31, 2004

Wisconsin ServicePoint participating agencies,

The HUD Data Standards, "Federal Register / Vol. 69, No. 146 / Friday, July 30, 2004 / Notices" have recently been released. The standards articulate the expectation that the Department of Housing and Urban Development has for programs that receive funds from the McKinney-Vento Homeless Assistance Act. These standards lay out data elements and reporting requirements. The standards set a target of full participation for all the clients served by its programs.

Given that the target has been set and that it is now quite clear what the expectation by HUD is for data collection in the HMIS, the State will be implementing several new action items in regard to the HMIS. The first is that "not applicable" or "client refused answer" will be added to each pull-down response category. Secondly, anyone serviced by a program, including children and adults, must now have assessment information filled out. This is a departure from merely filling out information about the head of household. Finally, the thoroughness of WISP participation will be a technical score in the forthcoming and future ESG / THP Applications.

Bowman Internet Systems, the software providers of WISP, will be making some changes to the system to bring the software into compliance and the State will ensure this happens in a timely manner. However it will be important for each user in the programs served by these monies to make sure that they are filling out assessments for every client and the members of the client's household that they serve and that they are reflecting in some way "non-response" to questions that were asked but for which there is not answer. The exact protocol for how this is to be done has not yet been determined. The appropriate means to address "non-response" will be announced in WISP News at a future date.

This memo is intended to make you aware of these forthcoming changes and to elicit feed back to the technical measures the BOH is proposing to implement for this year's ESG / THP Application. Your feedback on these measures can be sent to sphelp@commerce.state.wi.us. All comments must be submitted by September 22, 2004. The first draft of these measures was discussed with and approved by the Wisconsin ServicePoint Steering Committee. Please note that the ESG / THP measure presented in the subsequent pages will be resubmitted to you after we more clearly understand the software changes that are going to take place and have incorporated the suggestions that you make.

Thank you,

Wisconsin ServicePoint Staff

WISP ESG / THP Participation Measure

The following measure will be applied to all **programs that received ESG / THP grants in the 2004 grant year**. The expectation of the State is that for those programs that received funding, data will be entered over the course of the grant year (07/01/2004 – 06/30/2005) and for all clients served. However, the State will only use data entered between **October 1, 2004** and **March 15, 2005** in scoring participation levels. Data must be entered and a service record completed for all clients and members of a client's household served by ESG or THP grants.

FIRST.....

Answer the following items in regard to the ESG or THP programs that are currently being tracked in WISP. If there is more than one program answer the following questions for each program.

Program Name _____
(Exactly as it would appear in Wisconsin ServicePoint)

Number of clients served _____
(This would correspond to the answer given in the grant application but for first year only include the number of clients served during the WISP reporting period of October 1, 2004 through March 15, 2005.)

Type of Program _____

- A. (EMERGENCY SHELTER) Long Average Length of Stay shorter than 6 weeks
- B. (EMERGENCY SHELTER) Short Average Length of Stay longer than 6 weeks.
- C. Domestic Violence Shelter
- D. One-time Service
- E. Transitional Housing
- F. Case Management

In which module do you track your service record data _____

- A. Entry/ Exit
- B. Shelter Point
- C. Service Transactions

SECOND.....

The State will use the information you provide to use Crystal Solutions, a software program, to determine both the maximum possible number of responses that could have been filled out if every question was answered for every client served and the actual number of responses that your program completed for as many clients as you entered into this system. The difference will be broken into a percentage and then compared with the standard on the following page. More points will be awarded for agencies that provide more information.

Special consideration was given to our recognition that some programs are not equally able to capture as much information about the clients it serves as other programs.

Potential WISP Scoring Metric

Number of Points Awarded for Participation	Shelter Long term	Shelter Short term	One-time Service	Transitional Housing / Case Management	D.V.
<u>1</u>	85% have a service record that correctly tracks the duration of their service				N / A
<u>2</u>	95% of clients with records in the system have unique I.D. information filled out.				85% of clients have a service record that correctly tracks the duration of their service
<u>3</u>	60% of the clients have 60% of the non medical HUD required data fields filled out. & 50% of the HUD medical required data fields filled out	60% of the clients have 60% of the non medical HUD required data fields filled out. & 50% of the clients have 25% of the medical HUD required data fields filled out.	60% of the clients have 60% of the non medical HUD required data fields filled out. & 50% of the clients have 25% of the medical HUD required data fields filled out.	60% of the clients have 60% of the non medical HUD required data fields filled out. & 50% of the HUD medical required data fields filled out	50% of the clients have 40% of the non medical HUD required data fields filled out. & 25% of the HUD medical required data fields filled out.
<u>4</u>	70% of the clients have 70% of the non medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out.	70% of the clients have 70% of the non medical HUD required data fields filled out. & 60% of the clients have 35% of the medical HUD required data fields filled out.	70% of the clients have 70% of the non medical HUD required data fields filled out. & 60% of the clients have 35% of the medical HUD required data fields filled out..	70% of the clients have 70% of the non medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out.	60% of the clients have 50% of the non medical HUD required data fields filled out. & 35% of the HUD medical required data fields filled out.
<u>5</u>	85% of the clients have 85% of the non-medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out	85% of the clients have 85% of the non-medical HUD required data fields filled out. & 60% of the clients have 45% of the medical HUD required data fields filled out.	85% of the clients have 85% of the non-medical HUD required data fields filled out. & 60% of the clients have 45% of the medical HUD required data fields filled out.	85% of the clients have 85% of the non-medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out	60% of the clients have 60% of the non-medical HUD required data fields filled out. & 45% of the HUD medical required data fields filled out.

An example of how participation points will be awarded is illustrated with a fictional transitional housing program and some fabricated numbers.

See the following page for this example.

Example: Assume a transitional housing program that served 130 unique clients, created 124 service records in WISP and more or less answered the perponderance or 65% of the 50 non-medical and 60% of the 10 medical questions required by HUD.

	Transitional Housing Metric	Sample Agency Answers	Minimum Participation Needed	Non Medical	Medical
<u>1</u>	85% have a service record that correctly tracks the duration of their service	124 Service Records	111 Service Records	<i>Score everything off of the 85%</i>	
<u>2</u>	95% of clients with records in the system have unique I.D. information filled out.	124 Correct I.D.'s	106 Correct I.D.'s	<i>4 data elements Xs 111 clients = 444 fields. 95% measure of 444 = 422 correct fields, or roughly 106 correct I.D.'s.</i>	
<u>3</u>	60% of the clients have 60% of the non medical HUD required data fields filled out. & 50% of the HUD medical required data fields filled out		2010 fields filled out of a possible 5550 or about 36% total completion (non medical) / 335 fields filled out of a possible 1110 (medical).	<i>60% of 111 clients=67 clients 50 data elements Xs 67 clients =3350 fields 60% of 3350 = 2010 fields</i>	<i>60% of 111 clients=67 clients 10 data elements Xs 67 clients=670 fields 50% of 670 = 335 fields</i>
<u>4</u>	70% of the clients have 70% of the non medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out.	65% of Non Medical and 60% of the Medical	2730 fields filled out of a possible 5550 or about 49% total completion (non medical) / 546 fields filled out of a possible 1110 (medical).	<i>70% of 111 clients=78 clients 50 data elements Xs 78 clients =3900 fields 70% of 3900 = 2730 fields</i>	<i>70% of 111 clients=78 clients 10 data elements Xs 78 clients =780 fields 70% of 780 = 546 fields</i>
<u>5</u>	85% of the clients have 85% of the non medical HUD required data fields filled out. & 70% of the HUD medical required data fields filled out		4010 fields filled out of a possible 5550 or about 72% total completion (non medical) / 658 fields filled out of a possible 1110 (medical).	<i>85% of 111 clients=94 clients 50 data elements Xs 94 clients =4718 fields 85% of 4718 = 4010 fields</i>	<i>85% of 111 clients=94 clients 10 data elements Xs 94 clients =940 fields 70% of 940 = 658 fields</i>

This program would recieve 4 points. There were enough service records that the program earned the first point, there were enough correctly entered I.D.'s such that the program also earned the second point and the percentage of filled out assessment questions made the program eligible for a total of 4 points.